

### **Religious Accommodation Request Form**

Your name: \_\_\_\_\_

Office: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date of Accommodation request: \_\_\_\_\_

Requested accommodation (job change, schedule change, dress/appearance code exception, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Length of time the accommodation is needed: \_\_\_\_\_

Describe the religious belief or practice that necessitates this request for accommodation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any alternate accommodations that might address your needs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the General Assembly's policy on religious accommodation. My religious beliefs and practices, which result in this request for a religious accommodation, are sincerely held. I understand that the accommodation requested above may not be granted but that the company will attempt to provide a reasonable accommodation that does not create an undue hardship on the company. I understand that [Company Name] may need to obtain supporting documentation regarding my religious practice and beliefs to further evaluate my request for a religious accommodation.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_